

Introduction to IT Services

Access IT Services Login Credentials and Dashboard

Access IT Services Login Credentials

- Attached to your enrolment documents, there should be your login credentials. You'll need those to get access to university IT services.
- „**Kennung**“: Your username, often called **u-Number**
- a **password**.

The password changes automatically at the beginning of each new semester (1st Sept and 1st Mar).
→ [HiSinOne](#) for more information



Access IT Services

Safety Precautions

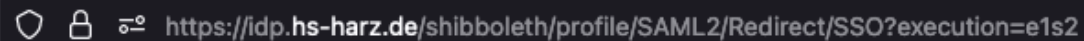
- Don't share your password with anyone!

- Beware of Phishing Attacks!

- Carefully check links in emails before you open them.

- If something seems “fishy”, consult a trusted university entity (ch!p, it centre, infopoint).

- Only use your login credentials on university sites: *hs-harz.de*

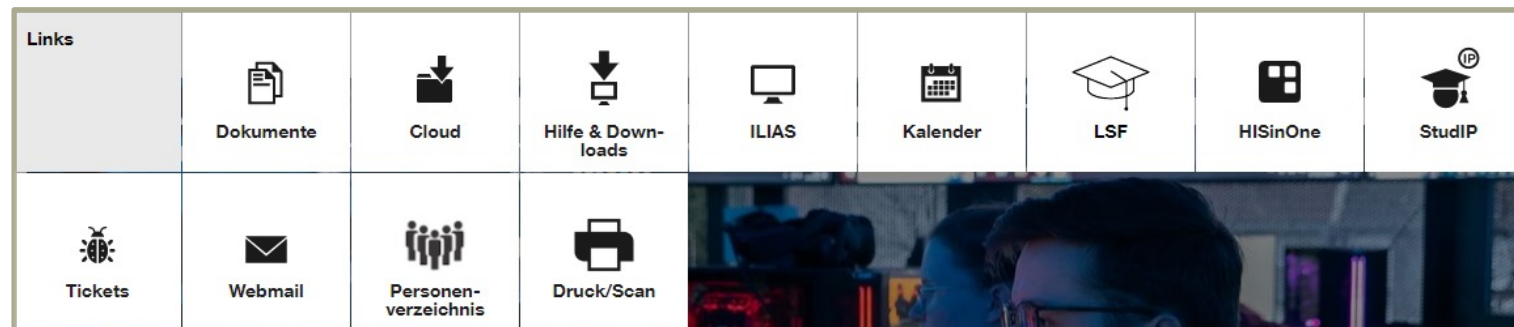
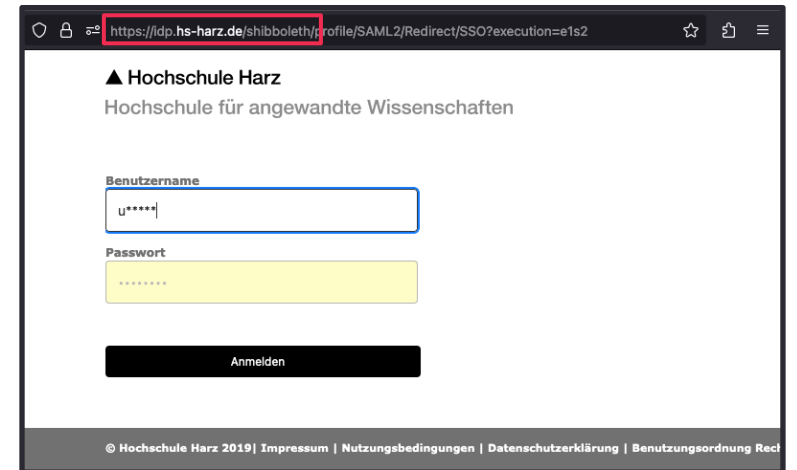
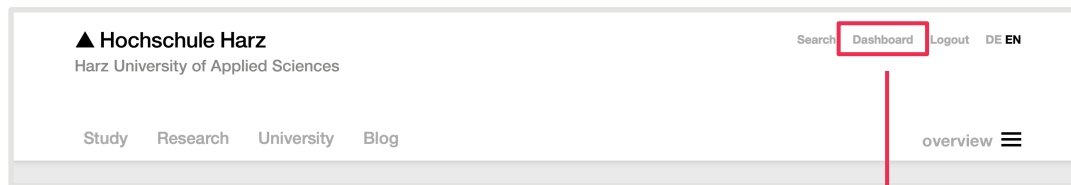
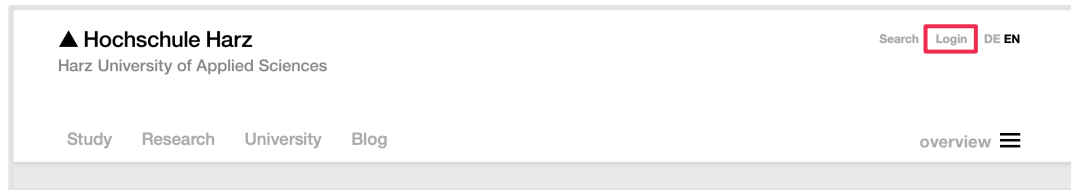
-  <https://idp.hs-harz.de/shibboleth/profile/SAML2/Redirect/SSO?execution=e1s2>

- University staff will **never** ask you to share your password with them.

Phishing: A practice of impersonating a company or trusted person in order to get individuals to reveal their (personal) information (e.g. via email). A kind of fraud.

Access IT Services

Dashboard – www.hs-harz.de/en



WiFi – eduroam

WIFI – eduroam

How to access it...

- The wifi network at our university is *eduroam*.
- To connect, you'll need your login credentials or if your university also uses eduroam, you can also use those credentials*.
 - username: your *u-number*
(or *u-number@hs-harz.de*)
 - password: your *university password*
- If there are problems, please consult the upcoming slides.

***Eduroam is a global service for internet access at scientific institutions. As such, you can log in with your university data at any participating facility.**

Every institution has its own „realm“ (ours: *hs-harz.de*). If you want to use your university's login to access eduroam at other institutions, you need to log in like this:

username: *yourUniUsername@yourUniRealm*
(e.g. *u11111@hs-harz.de*)

password: *yourUniPassword*

WIFI – eduroam

Solving Problems

- Please ensure that you typed your password correctly!
 - If it works on *hs-harz.de*, then it should also work with the wifi authentication.
- If your password is correct and it still does not work:
Some devices struggle to find the correct certificates for eduroam networks.
 - Use **geteduroam App** or **eduroamCAT** depending on your operating system.
- If everything fails, please consult the infopoint for a new password.

You can't log in, but your password is correct? Try this:

- **getEduroam App** or
- **eduroamCAT**

Follow these step-by-step instructions for your device!

(Link folgt!)



HISinOne

Exams, Registration and Timetable

HISinOne

Log in

The screenshot shows the login interface of the Hochschule Harz Web Portal. At the top, there is a navigation bar with the university logo and name. The login section includes fields for 'Username' and 'Password', a 'Login' button, and a 'Language' dropdown menu currently set to 'English'. Below the login fields, there are links for 'Forgot login data?' and 'Homepage'. The main content area is titled 'Portal Selection' and contains two cards: 'Prospective Students' and 'Alumni'. At the bottom, there is a maintenance notice stating that the web portal will be unavailable on Mondays from 12:00 to 12:30 PM.

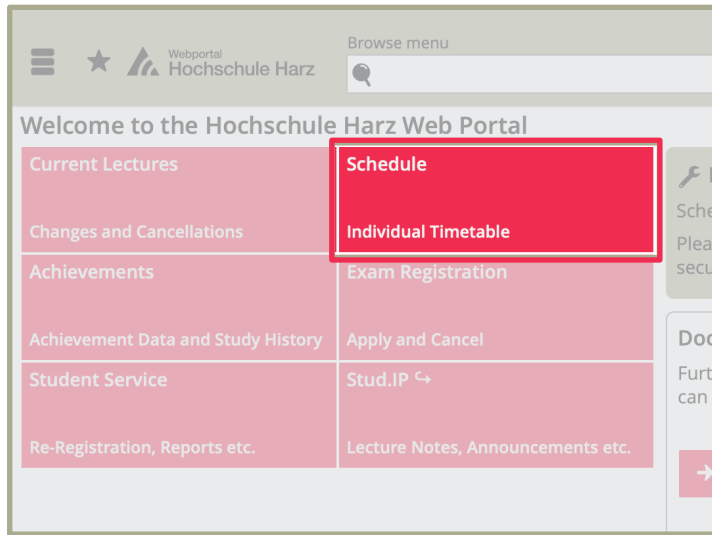
You need:

- Log in credentials provided by the university (u-number and password)
- Open HISinOne (portal.hs-harz.de)
- At the top right of the website, you can log in.

HISinOne

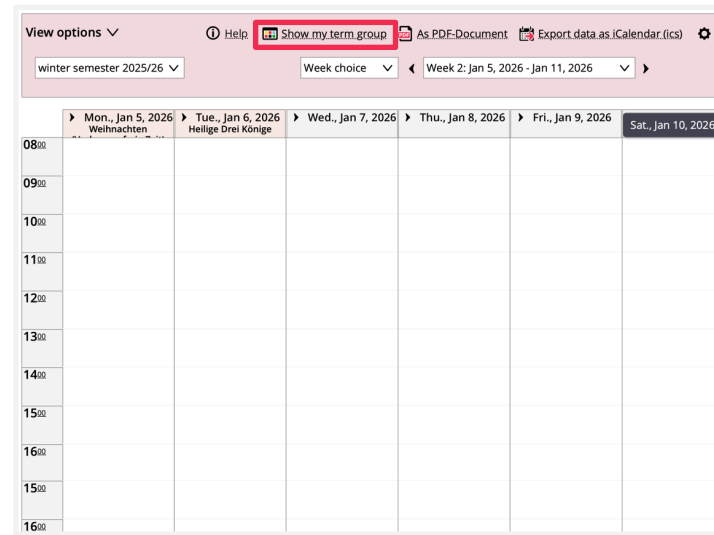
Your Timetable

Booking courses in HISinOne is just a way to mark them for yourself and your schedule. Go to [Stud.IP](#) to enrol.



On the home page of HISinOne:

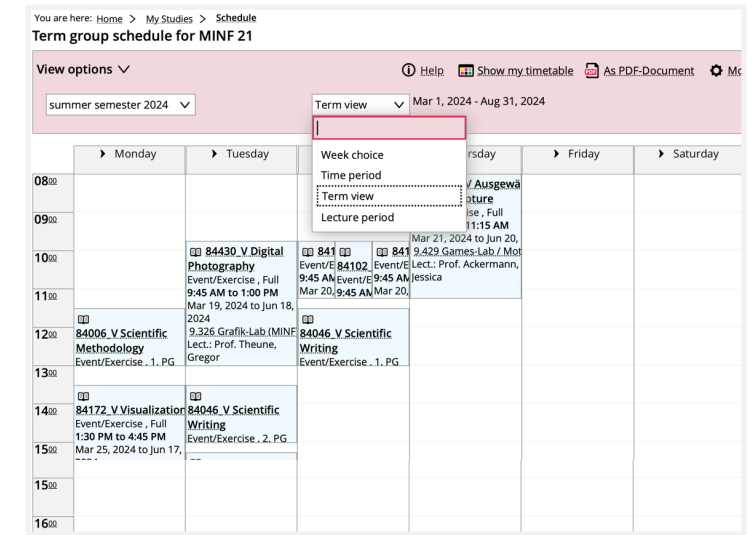
- look for the **Schedule** tile



This is your timetable containing all **courses you booked** for the selected semester.

It is probably empty.

- Click on **Show my term group** at the top.



The **term group Schedule** contains the courses for your term.

The courses you technically should do in that semester.

HISinOne

Term Group Schedule

You are here: [Home](#) > [My Studies](#) > [Schedule](#)

Term group schedule for MINF 21

View options ▾

summer semester 2024 ▾

Term view ▾ Mar 1, 2024 - Aug 31, 2024

Week choice
Time period
Term view
Lecture period

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00						
09:00						
10:00		84430_V.Digital Photography Event/Exercise, Full 9:45 AM to 1:00 PM Mar 19, 2024 to Jun 18, 2024	84102_V.Digital Photography Event/Exercise, Full 9:45 AM to 1:00 PM Mar 20, 2024 to Jun 19, 2024	84102_V.Digital Photography Event/Exercise, Full 9:45 AM to 1:00 PM Mar 21, 2024 to Jun 20, 2024		
11:00						
12:00	84006_V.Scientific Methodology Event/Exercise, 1. PG Mar 25, 2024 to Jun 17, 2024	9326_Grafik-Lab (MINF) Lect.: Prof. Theune, Gregor Mar 25, 2024 to Jun 17, 2024	84046_V.Scientific Writing Event/Exercise, 1. PG Mar 25, 2024 to Jun 17, 2024			
13:00						
14:00	84172_V.Visualization Event/Exercise, Full 1:30 PM to 4:45 PM Mar 25, 2024 to Jun 17, 2024	84046_V.Scientific Writing Event/Exercise, 2. PG Mar 25, 2024 to Jun 17, 2024				
15:00						

In the left dropdown:

- You can change the **selected semester**.

In the centre dropdown:

- **Term View** should be selected automatically.
 - It shows a summary of all your courses for that semester.
- You can switch to **Week choice** to see the courses for a specific week only.

HISinOne

Exam Registration

Welcome to the Hochschule Harz Web Portal

Current Lectures
Changes and Cancellations
Achievements
Achievement Data and Study History
Student Service
Re-Registration, Reports etc.

Schedule
Individual Timetable
Exam Registration
Apply and Cancel

Please
Scheduled
12:00 to 12
Please not
during this
understand

You are here: Home > My Studies > Exam Registration
Exam Registration - Bachelor Medieninf. (B.Sc.) 879 (STO 2020)

Active Filter:
Term: WIN 2025/26
Selected semester of study: 6
Courses: All
Examinations: All

Filter Legend

Study content of Medieninformatik (B.Sc.)

Search in study contents
scientific

Expand all Collapse all

- examination | 84046_P | Compulsory | recommended for the 6. semester | laut Studienordnung
Scientific Writing Passed
- examination | 84006_P | Compulsory | recommended for the 6. semester | laut Studienordnung
Scientific Methodology Registered
- Examination dates in winter semester 2025/26
Scientific Methodology
Full Group Registered
 - Tuesday, 1/20/26 from 13:30 to 14:30 9.344 Seminarraum Sprachenzentrum
Prüfer/-in
Zweitprüfer/-in
Ummelden war möglich von 11/13/25, 12:00 AM bis 11/26/25, 11:59 PM
Disenrollment feasible from 11/13/25, 12:00 AM until 1/13/26, 1:30 PM

- On the home page of HISinOne, click on the **Exam Registration** tile.
(Or go to the menu > My Studies > Exam Registration)
- During the Exam Registration Periods, you can register for your exams here.
- There is a list of all exams you can do during your studies. You can filter or search that list.
 - If an exam is offered, you can **Register** for it.

HISinOne

Your Grades/Marks

Welcome to the Hochschule Harz Web Portal

Current Lectures	Schedule
Changes and Cancellations	Individual Timetable
Achievements Achievement Data and Study History	Exam Registration Apply and Cancel
Student Service Re-Registration, Reports etc.	Stud.IP ↔ Lecture Notes, Announcements etc.

 Please
Scheduled
12:00 to 12:00
Please not
during this
your unde

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Further inf
portal (HIS
Harz webs

- On the home page of HISinOne, click on the **Achievements** tile.
(Or go to the menu > My Studies > My achievements)
- After your Exams have been checked, your results will be listed here.

HISinOne

Re-Registration and Password

The screenshot displays the HISinOne Student Service interface. On the left, a sidebar menu includes 'Achievements', 'Exam Registration', 'Student Service', and 'Re-Registration, Reports etc.'. The 'Student Service' section is expanded, showing 'Apply and Cancel', 'Stud.IP', and 'Lecture Notes, Announcements etc.'. The 'Reports' tab is selected, displaying a list of reports: 'Confirmation of Enrolment [German]', 'Confirmation of Enrolment [English]', 'BAföG, Password and Enrolment Sheet [German]', and 'Confirmation of Periods of Study [German]'. Below the list, a reminder states: 'Please remember to download your BAföG, Password and Enrolment Sheet before the next semester starts. Your password will change at the beginning of each semester.' At the bottom, there are two buttons: 'Leave of absence' and 'Disenrollment'.

Achievements
Achievement Data and Study History

Exam Registration
Apply and Cancel

Student Service
Re-Registration, Reports etc.

Stud.IP
Lecture Notes, Announcements etc.

Please not during this your unde

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Further inf portal (HIS Harz webs

My study programmes Contact data **Reports**

Reports

If reports for the following semester are unavailable after re-registration, please reload the Study Service.

My Reports:

- Confirmation of Enrolment [German]
- Confirmation of Enrolment [English]
- BAföG, Password and Enrolment Sheet [German]
- Confirmation of Periods of Study [German]

Please remember to download your BAföG, Password and Enrolment Sheet before the next semester starts. Your password will change at the beginning of each semester.

→ Leave of absence → Disenrollment

- On the home page of HISinOne, click on the **Student Service** tile.
(Or go to the menu > My Studies > Student Service)
- During the Re-Registration periods, you can **register for the next semester**.
- On the **Reports** tab, you can also download your Confirmation of Enrolment and your **Passwords** for the different semesters.
 - After you registered for the next semester, you can (and should) also download the password for that upcoming semester!

Stud.IP

Everyday Lecture Companion

Stud.IP Log in

Stud.IP

Campus-Zugang
für Mitarbeitende, Studierende und Gäste / for employees, students and guests

Open access
without registration

Help
to use and range of features

Deutsch English

Activate high contrast ⓘ

Active courses: 12.841 Registered users: 5.875 Users online

▲ Hochschule Harz
Hochschule für angewandte Wissenschaften

Benutzername

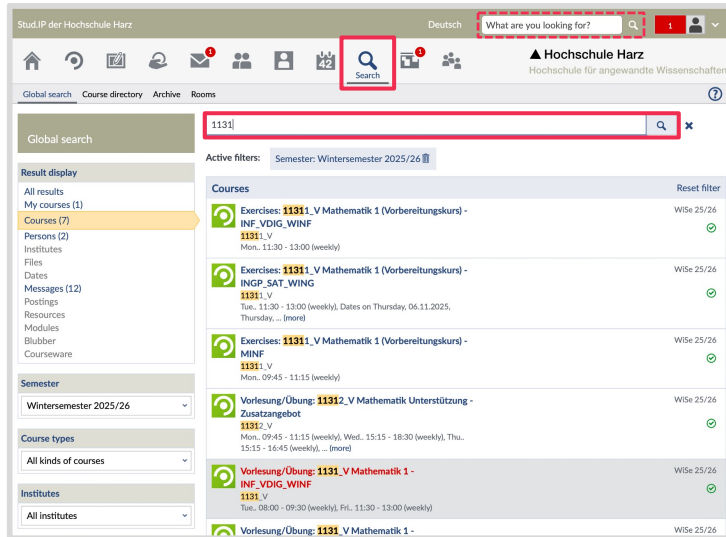
Passwort

Anmelden

- You need: your Harz University login credentials
- Open Stud.IP (studip.hs-harz.de/studip)
- Go to Campus Access (*Campus-Zugang*)
- Enter your login credentials
- If you're not in university wifi, you may get an error message and need to set up your 2FA

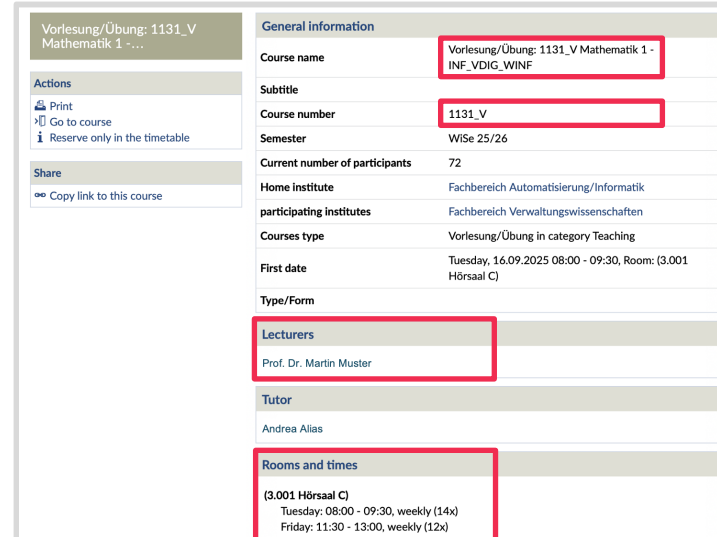
Stud.IP

Enrol in Courses/Lectures



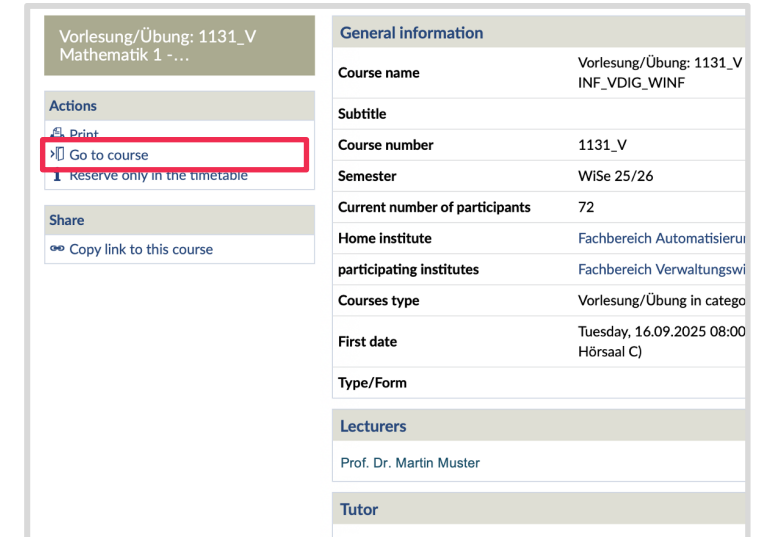
Search for the lectures from your timetable provided in HISinOne

- By Identifier or
- By Name



Make sure the details are correct

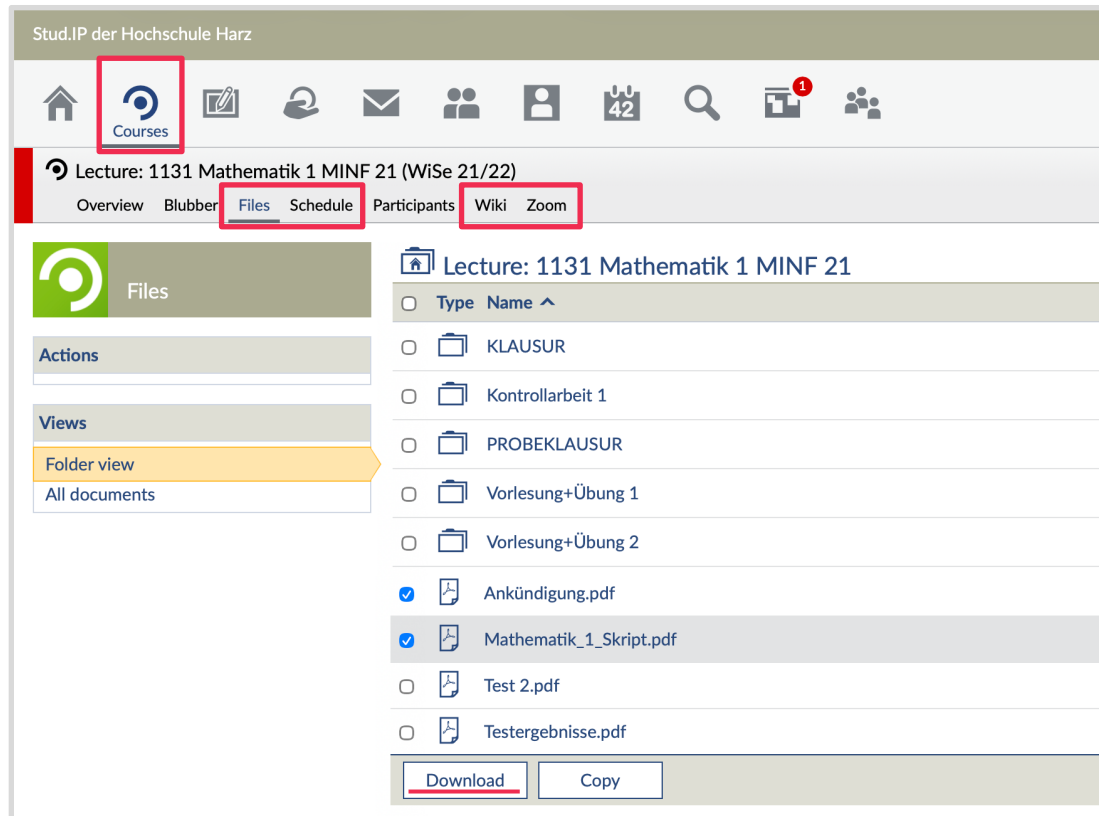
- Lecture Name
- Lecturer
- Time and Place



Enrol in the course.

Stud.IP

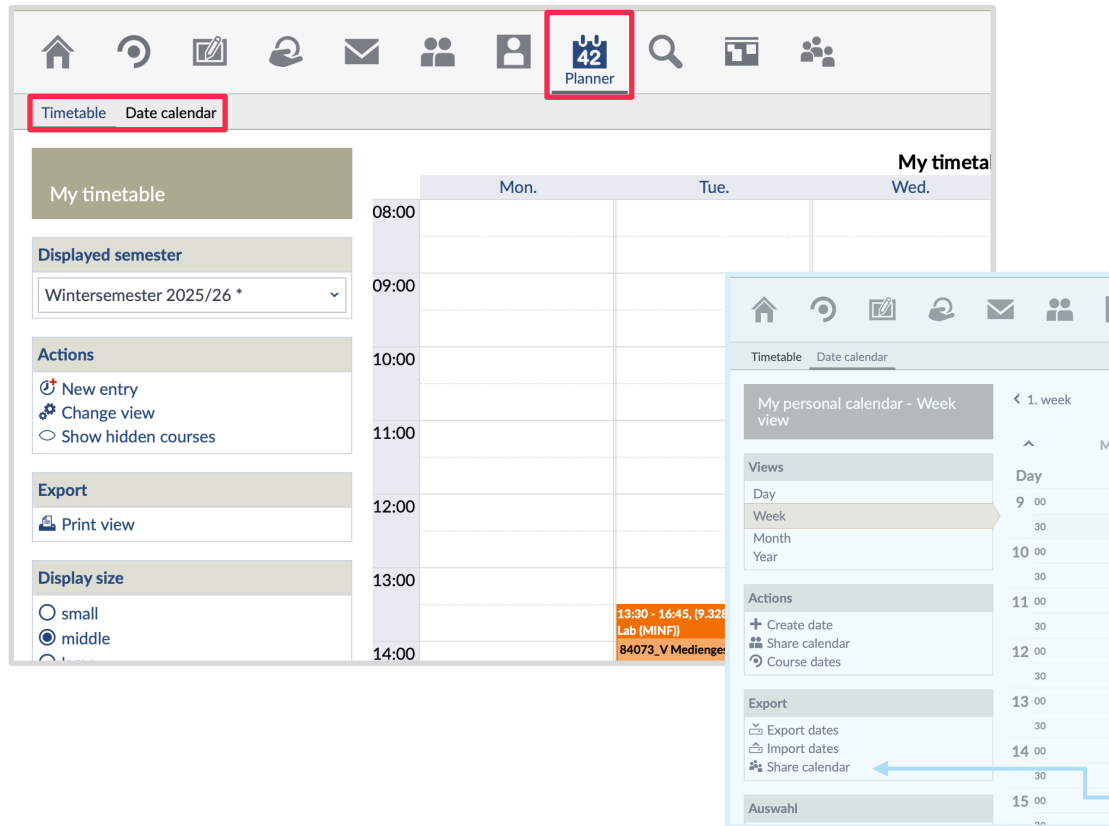
Course Files



- You can find a list of your courses under **Courses**
- After selecting a course, you can see
 - the **files**,
 - **schedule**
 - **and other information**your lecturer prepared for that course.
- You can **download** files by:
 - clicking on the file and selecting download, or
 - ticking the checkbox of the file(s) and clicking on download at the bottom.

Stud.IP

Planner (your dynamic timetable)

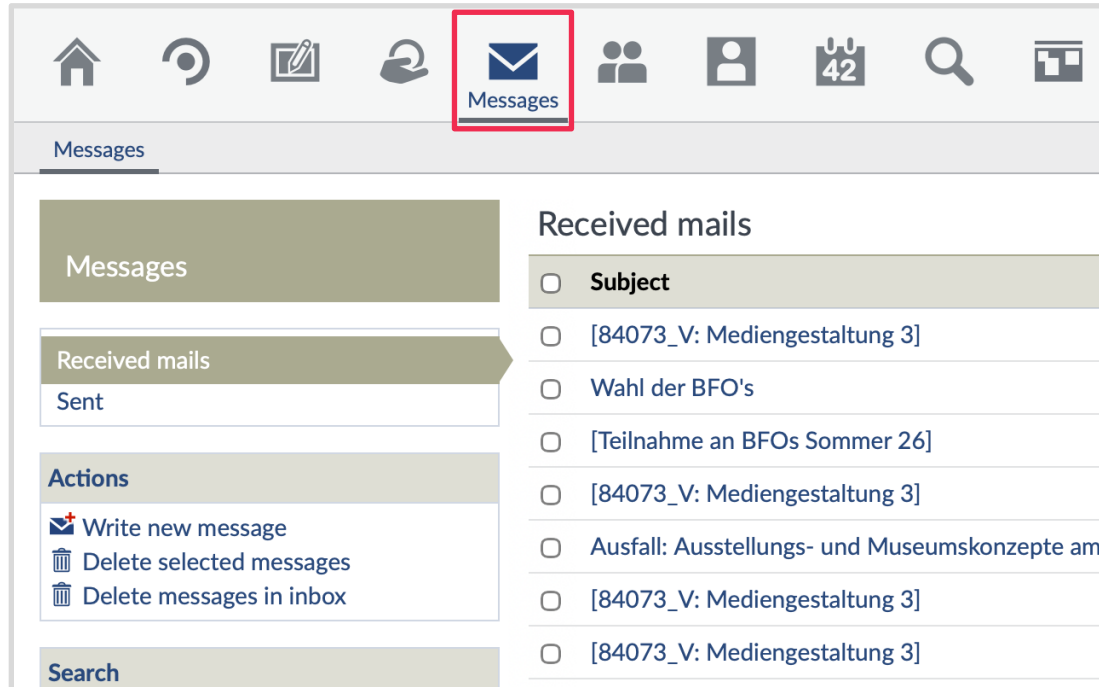


- The Planner shows your **course schedule** as prepared by your lecturers. (It could be a more refined version than in HISinOne.)
- You can switch between
 - a **timetable**, a summary of the semester
 - or a **date calendar**, showing the actual courses at a specific time.
- Otherwise, you can use it as a typical calendar.

To import it in your preferred calendar app, go to Date calendar > Export / Share calendar and copy the link.

Stud.IP

Messages



– You can communicate with your lecturers and other students from here.

– Lecturers sometimes use Stud.IP to send further information within their courses.

– You also get an email to your u-number address when you get a message on Stud.IP.

This view does **not** present all your emails, just the messages sent via Stud.IP.

Be sure to check your emails as well!

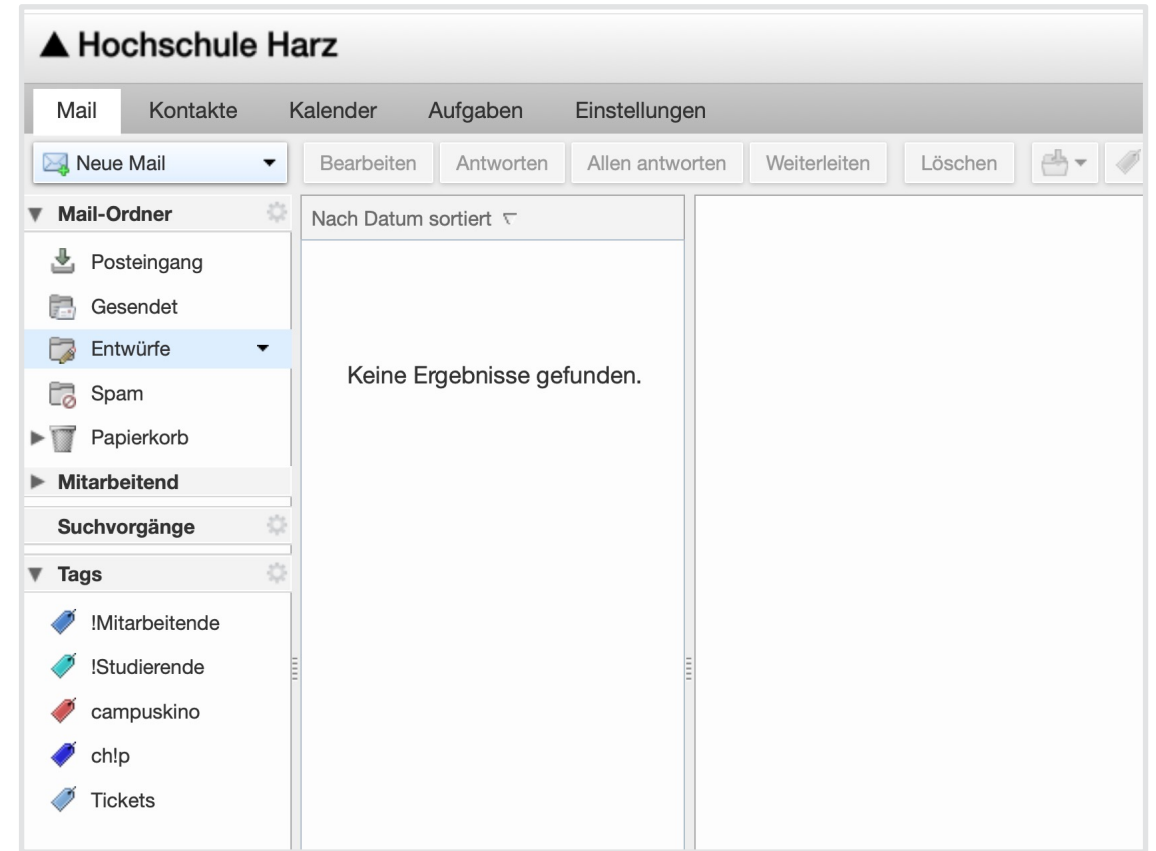
Mail Communication

Mail

Access your Mail on the Web

- Every student gets an email address from Harz University.
 - your u-number @hs-harz.de
(e.g. *u11111@hs-harz.de*)
- You can access your mail on postbox.hs-harz.de (also called Webmail, Postbox or Zimbra).
 - Log in with your harz university login credentials

Please use only this email account to communicate with professors or the university (whenever possible).



Mail

Get Mails on your Phone or Laptop (IMAP)

- In the email app or program of your choice: Add a new email account via IMAP (sometimes also “other”)
- These are the details you’ll need for the setup
 - Incoming Server: postbox.hs-harz.de
 - Outgoing Server: sendmail.hs-harz.de
 - Username: your u-number
 - Password: your password
 - Security/Encryption: SSL/TLS

Depending on your app some settings might be named slightly differently or not be required.

The screenshot shows the 'Server Settings' tab of an email client. It is divided into two sections: 'Incoming Mail Server (IMAP)' and 'Outgoing Mail Server (SMTP)'. The 'Incoming Mail Server (IMAP)' section has fields for Username (u12345@hs-harz.de), Password (masked with dots), and Host Name (postbox.hs-harz.de). There is a checked checkbox for 'Automatically manage connection settings' and a button for 'Advanced IMAP Settings'. The 'Outgoing Mail Server (SMTP)' section has a dropdown for 'Account' (Hs-Harz), and fields for Username (u12345@hs-harz.de), Password (masked with dots), and Host Name (sendmail.hs-harz.de). It also has a checked checkbox for 'Automatically manage connection settings'.

Account Information | Mailbox Behaviours | **Server Settings**

Incoming Mail Server (IMAP)

Username: u12345@hs-harz.de

Password: ••••••••••

Host Name: postbox.hs-harz.de

☒ Automatically manage connection settings

Advanced IMAP Settings

Outgoing Mail Server (SMTP)

Account: Hs-Harz

Username: u12345@hs-harz.de

Password: ••••••••••

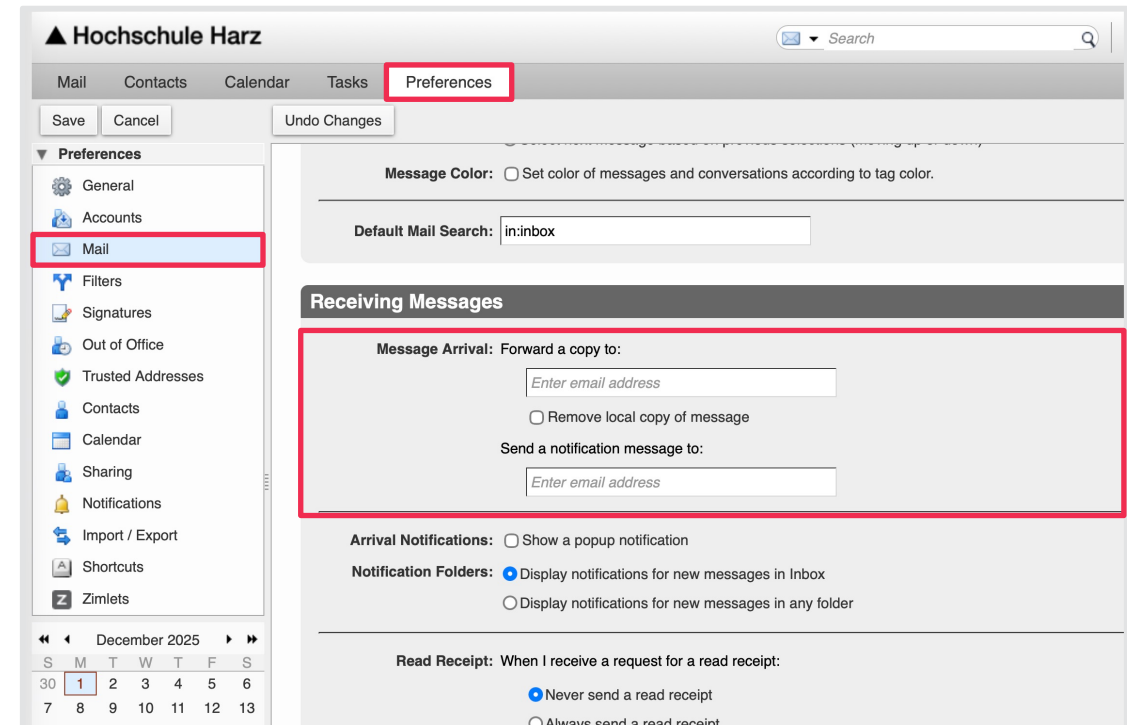
Host Name: sendmail.hs-harz.de

☒ Automatically manage connection settings

Mail

Forward Emails to another Address

- In Postbox, go to **Settings**, then **Mail**.
- Go to **Receiving Messages**
- Under **Forward a copy to:** Enter the email address you want to also receive your emails on.
 - It is **not** recommended to remove the local copy of the messages.
- Hit **Save** in the top left.



Mail

Safety Precautions

- University mail accounts are often target of Phishing Attacks.
- Sometimes even university accounts are compromised (don't blindly trust an email because it is from xyz@hs-harz.de).
 - If an email seems untrustworthy ignore it or ask a trusted university entity.
(e.g. ch!p, it service centre or infopoint)
 - Examine links before you click on them.
 - Do not enter any personal information on untrusted websites.

If you notice a phishing attack:

- Inform the ch!p or IT service centre
- Ignore the email.

If you notice that you (or anyone you know) fell for a phishing attack:

- Inform (or have them inform) the IT Service Centre immediately.
- The compromised account will be closed temporarily, and the password will be changed.
- The IT Service Centre will tell you how to regain access to your account.

2FA and VPN

Log In Securely from Anywhere

2FA and VPN

What is 2-Factor-Authentication?

- 2FA or also MFA (for Multi Factor Authentication) is used for further security in the login process.
 - When logging in to your account* you will need to enter your u-number and password
 - After that, a **6-digit code** (also **one time password** or **OTP**) must be entered.
 - This OTP will be **re-generated every minute** through an app on your phone after you've set it up once.
- App compatibility can be an issue.
 - These are two open-source recommendations:



2FAS Auth

Two Factor Authentication Service, Inc



FreeOTP

Red Hat, Inc

***Services that require 2FA
outside the university network:**

- [Stud.IP](#)
- [ILIAS](#)
- [cloud.hs-harz.de](#)
- VPN connection (eduVPN)

2FA and VPN

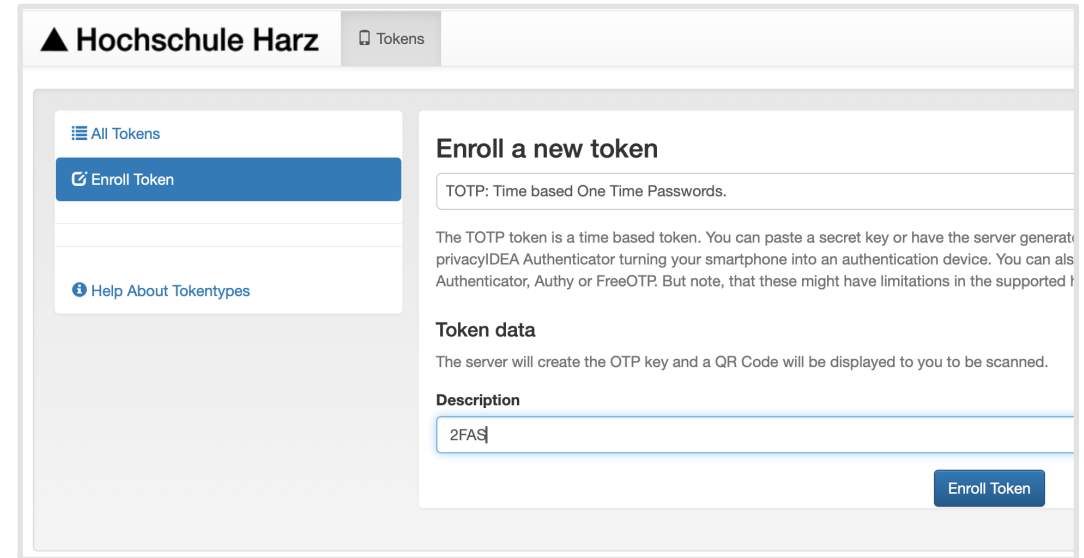
Set Up your 2FA on Campus

You need:

- your university log in credentials
- a connection to the university network (e.g. eduroam)
- a 2FA app (like those mentioned before)

Go to mfa.hs-harz.de

- **Log in** with your credentials
- Select **Enroll Token** at the side
- Give a recognisable description (optional)
- Select *Enroll Token* at the bottom and **scan the QR Code using the 2FA app** on your smartphone.



The screenshot shows the 'Hochschule Harz' MFA portal. The top navigation bar includes the university logo and a 'Tokens' tab. On the left sidebar, there are links for 'All Tokens', 'Enroll Token' (highlighted in blue), and 'Help About Tokentypes'. The main content area is titled 'Enroll a new token' and contains the following sections:

- TOTP: Time based One Time Passwords.**
- Description:** A text box containing '2FAS'.
- Enroll Token** button.

Additional text in the main area explains that the TOTP token is time-based and can be generated by a smartphone app like privacyIDEA Authenticator, Authy, or FreeOTP, noting potential limitations in supported features.

2FA and VPN

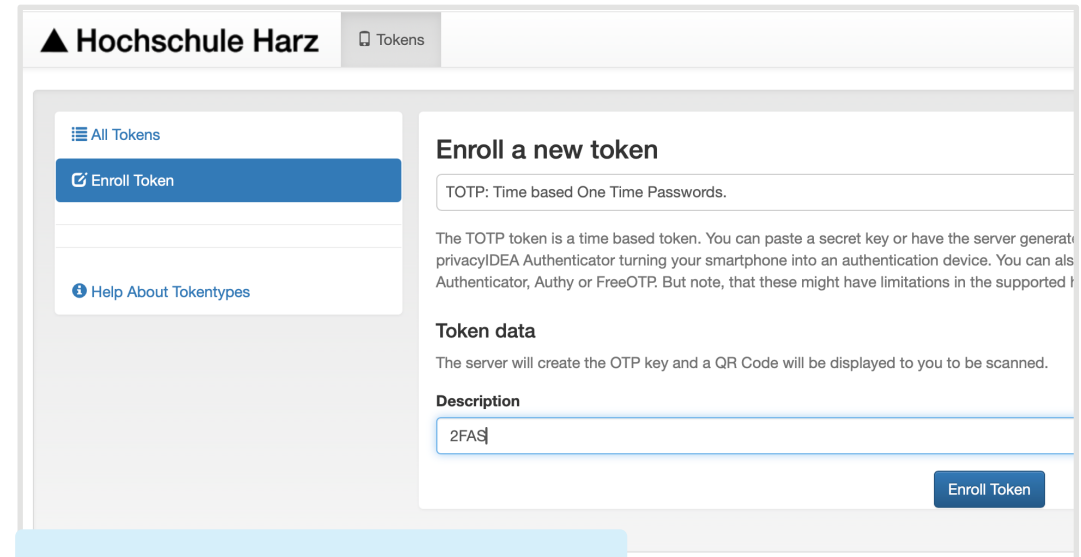
Set Up your 2FA via Video Conference

You need:

- a 2FA app (like those mentioned before)
- your Student ID or Enrolment Letter
- a device for a video conference

Call CH!P-Team during their opening hours. They will

- **Set up a video conference** with you,
- **verify your identity** (camera or screen share),
- **generate your QR Code** and share it with you.



The screenshot shows the 'Hochschule Harz' interface for managing tokens. On the left, there's a sidebar with 'All Tokens' and 'Enroll Token' buttons. The main area is titled 'Enroll a new token' and contains a 'TOTP: Time based One Time Passwords' section. Below this, there's a 'Token data' section with a description and a 'Description' field containing '2FAS'. An 'Enroll Token' button is at the bottom right.

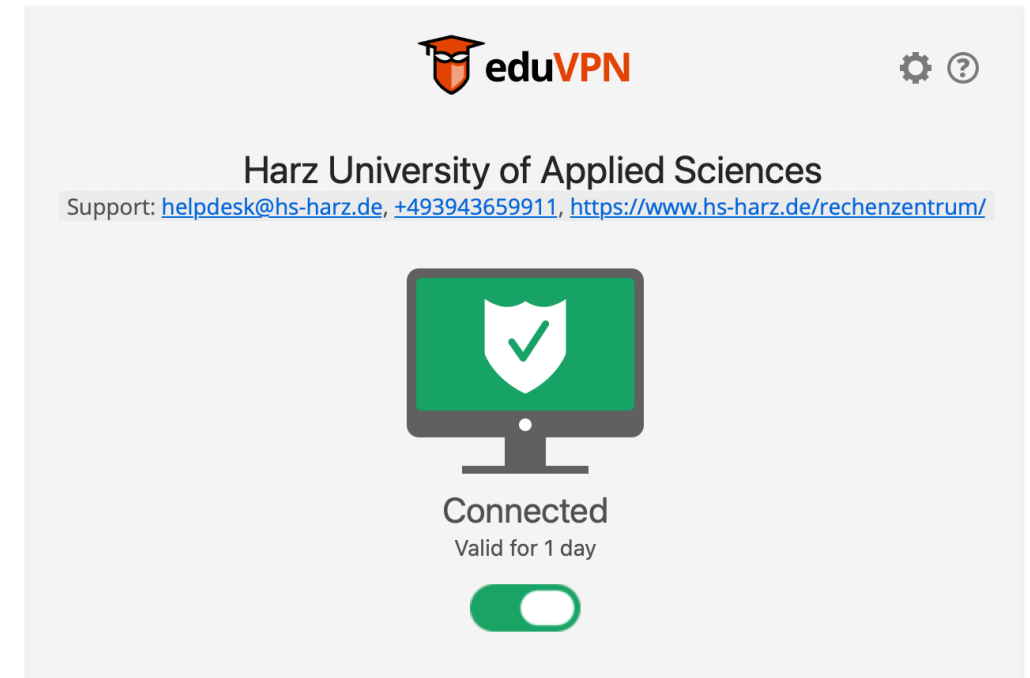
CH!P Contact:

- E-mail: **chip@hs-harz.de**
- Phone: **+49 3943 659 195**

2FA and VPN

VPN connection – eduVPN

- Some services require you to be connected to the university network (like Virtual PCs and the Service Ticket System)
- **To connect to the network securely even from afar, you'll need**
 - **eduVPN** – a VPN client for academic institutions.



2FA and VPN

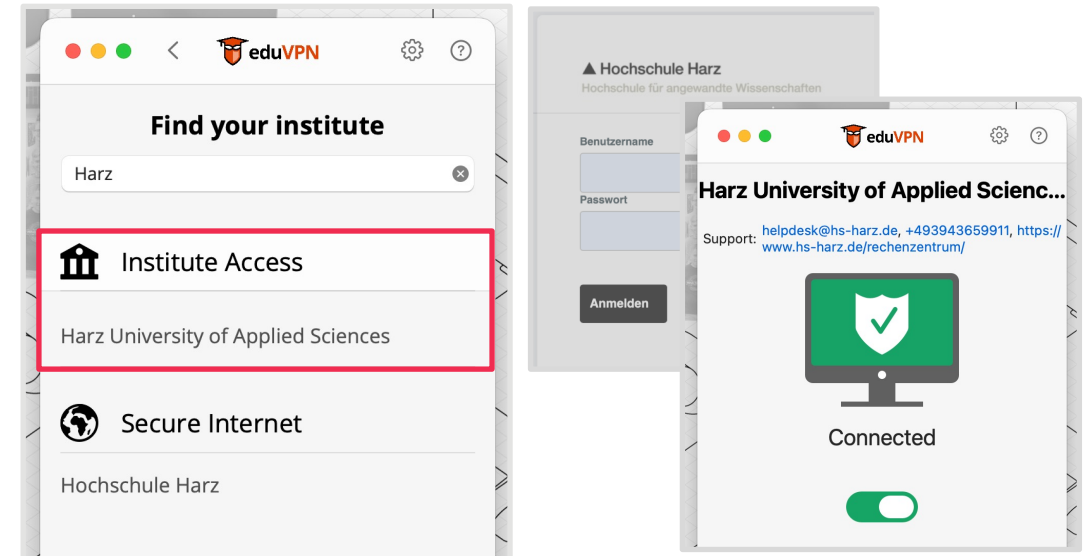
Set Up eduVPN

You need:

- your university log in credentials
- a device with an active internet connection
- your active 2FA

Download and install **eduVPN**

- **Search** for Harz University (Hochschule Harz) under Institute Access
- **Log in** with your university credentials and 2FA code on the opening Harz University website
- **Allow** eduVPN to use your information (Genehmigen) – start the connection with the sliding button



Contacts



-
- Email: chip@hs-harz.de
 - Tel.: +49 3943 659 195
 - Office 4.204, [Opening Hours](#)
 - Friedrichstraße 57-59
 - 38855 Wernigerode